Content Design and Development Integrated Product Team (CDD-WIPT) Charter

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1   Charter

1.1   Vision Statement:

"Improve and support job performance and mission readiness by providing high quality learning and performance support available anytime and anywhere".

1.2   Mission Statement

" Analyze, define, develop, and implement human performance and learning alternatives, acquire products, and provide life cycle support per the vision, goals, and objectives of the Integrated Learning Environment"

1.3   Goals:

- Develop requirements for methods, analyses and tools to best implement performance-based learning.

- Develop methodology for connecting content with the applicable Navy Mission Essential Task Lists) NMETLs and JTA source data

- Develop requirements and specifications for content design, development and management.

- Develop business rules, workflow, and roles of personnel associated with the acquisition and development of products purchased by the Content Team.

- Identify needs and acquire ILE-specific training.

- Develop methodology for prioritizing content development.

- Identify and specify assessment requirements and associated techniques and strategies for testing performance.

- Develop metrics and methodology to measure effectiveness of the performance-based solutions and on the resulting performance on the job.

- Review and evaluate internal processes, using the results of evaluations, to revise and update the methodologies, processes, and standards being implemented.

- Acquire performance-based interventions and conduct evaluations.

- Provide associated weighted risks and mitigation strategies to the Risk Management IPT for tracking.

1.4   Content Design and Development Working Integrated Product Team (CP-WIPT) Membership:

Name	Position	Organization	Contact Information
CP-WIPT Lead			
	CP-WIPT Lead		Phone: Cell Phone: Fax: Email:
IPT Members			
			Phone: Cell Phone: Fax: Email:
			Phone: Cell Phone: Fax: Email:
			Phone: Cell Phone: Fax: Email:
			Phone: Cell Phone: Fax: Email:
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Table 1- Contend Design WIPT Membership (Level II IPT)

1.5   CP-WIPT Roles and Responsibilities:

1.5.1   CP-WIPT Lead

The Content Design and Production Working Integrated Product Team (CP-WIPT) Lead (CP-Lead) is assigned authority, responsibility and accountability for

the development, adequacy, and accuracy of all content design requirements for the ILE from initial tasking to the completed delivery and acceptance of all material, data and services procured through this IPT. The CP-Lead will be the primary interface between the CP-WIPT and the PM IPT and will operate within DOD and DON guidelines while performing as an empowered member of the PM IPT.   In discharging these responsibilities, the CP-LEAD will:

- Serve as the focal point for content design and production management activities related to the ILE.

- Establish and chair a Content Design and Production Working Integrated Product Team (CP-WIPT). The CP-WIPT will be established by the CP-LEAD tasking each applicable ILE element to provide a qualified Instructional Designer/developer.

- Call and chair CP-WIPT meetings, and provide the PM IPT and CP-WIPT members' periodic status of CP-WIPT tasking, milestones, actions taken, and actions pending.

- Ensure that, for each assigned project, instructional requirements are properly and adequately analyzed and evaluated and an instructional strategy is determined.

- Assume responsibility for the preparation, coordination and promulgation of the instructional design related planning documents.

- Ensure that instructional requirements are adequately identified for development of Request for Proposal (RFP), ILSP, and other acquisition and management documents, as required.

- Prepare and coordinate budgetary estimates, alternatives and requirements for each instructional design elements as required for inclusion in acquisition and management documents.

- Perform liaison and effect necessary interfaces with all CP-WIPT members throughout all program phases.

- Ensure that the CP-WIPT members are advised of all meetings, data calls, reviews, demonstrations, and discussions.

- Ensure that the impact on instructional design plans or products resulting from new or revised planning and/or design are assessed and that adjustments to the performance requirements are implemented.

- Ensure the performance requirements and specifications are altered only after consultation with the program manager.

- Be responsible for the evaluation of technical/cost proposals for CP-WIPT related contracts and provide written Proposal Evaluation Reports (PERs) on their capabilities, achievements, and acceptability from an instructional design viewpoint.

- Direct the CP-WIPT in acquisition planning, acquisition package preparation, DD-1423 preparation and reviews, proposal evaluations, pre- and post-award contract negotiations and conferences, test planning, and design reviews to ensure that content design related requirements are adequately and accurately defined in acquisition documents.

- Represent program content design and development requirements during contract negotiations.

- Conduct content design and development program review conferences with contractor representatives.

- Monitor the activities applied to the acquisition of content design and development materials and products.

- Ensure that appropriate members of the CP-WIPT are available to perform any inspections, audits, and Contract Data Requirements List (CDRL) deliverable reviews as specified by the contract.

- Provide the PM IPT with the schedule and duration of all required content design and development conferences, both contractual and otherwise, to ensure availability of necessary funding.

- Identify and accomplish actions required to ensure effective life cycle support of CP-WIPT related products.

- Develop budget estimates for assigned projects. Assist the PM in developing strategies and in program planning, as requested by the PM

- Establish CP-WIPT plan of action and milestones (POA&M)

- Coordinate CP-WIPT activities with the PM IPT members

- Resolve or elevate issues in a timely manner

- Assume responsibility to obtain PM IPT concurrence on issues, as well as with applicable documents or portions of documents

1.5.2 CP-WIPT Members

CP-WIPT Members shall assist the CP-WIPT Lead as directed in promptly executing the CP-WIPT responsibilities and accomplishing ILE program objectives while performing within the CP-WIPT Charter. In discharging these responsibilities, the CP-WIPT Members shall:

- Keep the CP-WIPT Lead informed of the specifics on what is being done, when it will be accomplished, and associated cost and schedule implications.

- Attend meetings as required and come prepared.

- Commit yourself to the objectives of the IPT

- Represent your functional area without bias

- Actively seek and receive input of others

- Support CP-WIPT LEAD in liaison with vector owners and relevant stakeholders.

1.6 Procedures and Guidelines:

1.6.1 Rules of Engagement for Meetings

The CP-WIPT shall hold weekly meetings (via telephone and web with bi-monthly in-person meetings) and the CP-WIPT Leader will attend quarterly PM IPT off-sites to ensure effective communication of program status across the IPT's membership.

1.6.2 "Single Voice" Policy

Each IPT member will be afforded a voice concerning issues brought before the CP-WIPT Lead. Once a decision has been reached in accordance with this charter, the decision will stand as the representative position of the CP-WIPT.

1.6.3 No "Single Point Failure" Policy

CP-WIPT members must make reasonable attempts to participate in the weekly CP-WIPT meetings. If their absence is unavoidable they should ensure empowered representation is present. Reasonable consideration shall be given to the contribution of an absent CP-WIPT member prior to proceeding on an issue that impacts their area of authority and accountability.

1.6.4   Risk

CP-WIPT will identify risks and associated risk mitigation plans in accordance with process and procedures developed by the ILE Risk IPT.

1.7   Administrative Requirements

1.7.1   Meetings

1.7.1.1   Agenda

The CP-WIPT Lead will assign a CP-WIPT member to collect and publish agenda items for weekly meetings. Agenda input from the CP-WIPT membership is due 24 hours prior to the weekly meeting. The agenda shall be strictly adhered to. The CP-WIPT Lead shall insert a period of time into each agenda for open discussion issues.

1.7.1.2   Minutes

The CP-WIPT Lead will assign a CP-WIPT member to ensure that all issues discussed during the weekly meetings are recorded in the minutes. The weekly minutes shall be distributed for review with the following week's agenda. All minutes will be provided to Sandra King.

1.7.1.3   Action Items

The CP-WIPT Lead shall record all meeting action items in a central repository. Each item shall be assigned a unique tracking number and shall include the date of origination, the meeting that produced the action item, the person assigned responsibility, projected closure date, and current status as updates are provided. A sample format is provided in Table 2.

Origination Date	Forum	Tracking #	Action Item	Task officer	Due Date	Status	Remarks

Table 2- Action Item Repository

1.7.1.4   Frequency

1.7.1.4.1   Weekly Teleconference

The CP-WIPT Lead shall attend the ILE PM IPT weekly teleconference by telephone conference, video teleconference, or in person as appropriate. The

current time and location is each Thursday at 1400 (2 P.M. for you non-military types) via telephone conference.   The CP-WIPT Lead shall be notified by the PM of adjustments to the schedule and location of this meeting during the previous weekly meeting.

1.7.1.4.2   Quarterly "In Person" Meeting

The CP-WIPT Lead shall attend the quarterly ILE PM IPT meeting in person.

1.7.1.5   Meeting Summaries

Meeting summaries will be brief and will preclude revisiting previous agreements and wasting the time and resources of the team members. Meeting summaries will:

- Record attendance

- Document any decisions or agreements reached by the CP-WIPT

- Document action items and suspense items

- Set the agenda for the next meeting

- Frame issues for higher-level resolution

1.7.1.6   Reporting

All CP-WIPT data products will be forwarded for posting on the ILE Web Page IAW Acquisition Documentation & Control IPT processes and procedures.

1.7.2   CP-WIPT Communication

CP-WIPT communications fall into two categories. The first communication type provides daily, spontaneous one-on-one or group inclusive communications. The second communication type is more formal, and consists of regularly scheduled CP-WIPT meetings. These regularly scheduled meetings will occur on Thursdays at 1600 and allow the CP-WIPT to discuss and act on CP-WIPT issues such as general leadership, direction, specific tasking, performance measurement, and conflict resolution.

1.7.3   Decision Making Criteria

The CP-WIPT decision criteria shall be in line with the CP-WIPT structure. Decisions shall be resolved at the lowest possible level with the CP-WIPT Lead having the final authority on all decisions elevated to his/her level.

1.8   Conflict Resolution

1.8.1   Consensus Building

Depending on the life cycle of a program and the specific IPT structure employed, "routine" matters may differ substantially between programs. What we are addressing here are those matters where the IPT, through its make-up and overall experience level, is well suited to deal with the question(s) at hand. In these cases the IPT leaders encourage team members to bring all relevant facts to the table. Open, two-way communication ensues, throughout which the team leaders are particularly conscientious in drawing out all relevant facts and opinions. Using the ultimate criteria of what is best for the product and customer, the IPT leader guides the team towards a consensus, which all members can support. The judgment of the team leader is critical in this process in a number of ways. First, he/she ensures all team members, not just the more vocal ones, have the opportunity to participate and express their opinions. Second, the team leader takes note of whether the decision reached represents a strong consensus or a weak one. In the case of the latter, more senior members of the IPT must understand the situation, so that if factors change, earlier decisions can be revisited, if necessary. Finally, the team leader is particularly sensitive to minority opinions. The process should in no way be viewed simply as one of "majority rules." Minority opinions are adequately explored and considered, for experience has shown us that they are sometimes the best.

1.8.2   External Conflict Resolution Support

There will be times, however infrequent, when the IPT Lead is unable to forge a consensus within the team on a particular matter. An example might be where several team members, backed by technical functional leadership, feel strongly that a technical compromise under consideration is unacceptable for reasons of long-term product integrity. These cases will be particularly challenging to the team leader and will require all his/her experience, maturity and judgment. Handled correctly, the conflict can actually be a positive reinforcement of the process and enhance the sense of "team." Handled incorrectly, though, the conflict can become a divisive factor and damage the team's ability to interact effectively. The key to resolving conflict is the general acceptance by all team members that their overarching objective is to do what's best for their product and customer. With this common understanding, the issue at hand becomes more manageable, in that it is more clearly a matter of "means" rather than "motivation." Equally important is the way IPT leaders deal with the conflict. It is rarely, if ever, appropriate for an IPT leader to make a unilateral decision in the

absence of a team consensus. Conflicts, which cannot be resolved through normal IPT to IPT communications, will be presented to the Program Management IPT for resolution.